

Year 3 Teacher/KS2 Leader

Job Description & Person Specification

Job Description

Responsible to: Headteacher

Salary: Competitive

Deer Park School in Richmond is looking to appoint an inspirational and dynamic Year 3 Teacher to be a part of our committed and forward thinking team. This role is a full-time post and is available from 1st September, 2018.

This appointment is subject to the current conditions of employment of teachers contained in the school Teacher's Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current legislation including the Teacher Standards and the school's articles of government.

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description may be amended at any time following the discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.

Core Aims

- To be a leader of learning who has high expectations of every child.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Responsibilities

- The post holder is responsible to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.

Year 3 Teacher/KS2 Leader

Job Description & Person Specification

- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring the children's safety, wellbeing and welfare are at the forefront of all they do.

Specific Duties

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting appropriately high expectations.
- Setting clear targets building on prior attainment.
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the SENCO as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The effective use of Learning Support Assistants time as appropriate.
- The effective use of resources promoting and driving the use of ICT resources.

Teaching and Class Management:

- Liaise effectively with the Headteacher in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- use a variety of teaching methods to:
 - structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.

Year 3 Teacher/KS2 Leader

Job Description & Person Specification

- Select appropriate learning resources for pupils and develop study skills through library, technology.
- Drive the use of ICT including iPads in the learning environment and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- Critically evaluate own teaching to improve effectiveness.

Monitor, assess, record, report:

- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

Leading KS2:

- To assist the Headteacher in the organisation, leadership and development of KS2.
- Play a leading role in ensuring that the quality of teaching and provision in KS2 is outstanding.
- Be an excellent role model, exemplifying a high standard of teaching, and promoting high expectations for all members of the school community, with proven impact on pupil progress.
- Assist the Headteacher in leading the school through strategic planning and the formulation of policy for KS2 and beyond.
- With the Headteacher, be responsible for implementing robust systems for monitoring and evaluating outcomes across the school.
- Work closely with the Headteacher to ensure an appropriate programme of professional development for all staff, to ensure improved outcomes.
- Through lesson observations and use of data, ensure the quality of provision across the school is exceptional.

Other professional requirements:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise effectively with parents and governors as necessary.

Year 3 Teacher/KS2 Leader

Job Description & Person Specification

- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Experience:		
A wide range of experience of teaching Key Stage 2 pupils	✓	
Experience of leading a phase (EYFS, Key Stage 1 and/or Key Stage 2), or managing teaching staff		✓
Innovative and creative teaching methodologies	✓	
Highly competent in using technology within the classroom and knowledge of the Computing curriculum	✓	
Qualifications / Training:		
A Level passes in two subjects	✓	
GCSE subject passes in English, mathematics and one science subject	✓	
Honours degree from a recognised University	✓	
Qualified Teacher Status	✓	
Training in teaching phonics		✓
Practical Skills and Competencies		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓	
The monitoring, assessment, recording and reporting of pupils' progress within the revised Key Stage 2 arrangements, including knowledge of the changes in the National Curriculum 2014	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection	✓	

Year 3 Teacher/KS2 Leader

Job Description & Person Specification

The positive links necessary within school and with all its stakeholders	✓	
Promoting innovative and creative teaching methodologies including technology	✓	
Personal Skills and Attributes Ability to:		
Promote the school's aims positively	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient and use common sense in coping with the day-to-day pressures of school life	✓	
Develop good personal relationships within a school team	✓	
Establish and develop positive working relationships with parents, governors and community groups	✓	
Create an engaging and stimulating learning environment	✓	
Be flexible in response to the changing demands of a new and growing Free School	✓	
A forward-thinking, collaborative team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	
Work calmly under pressure	✓	

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.